

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

June 5, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AWARD OF LANDSCAPE AND GROUNDS MAINTENANCE SERVICES
AGREEMENT FOR PUBLIC LIBRARY (LANDSCAPE AREA 8)
(DISTRICTS 1, 4 and 5) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that landscape and grounds maintenance services can be more economically performed by independent contractors than by County employees.
2. Approve and instruct the Chairman to sign the attached Agreement with Grace Building Maintenance Co., Inc. to provide landscape and grounds maintenance services in the Public Library's Landscape Area 8 for a period of 36 months, with two 12-month renewal options and month-to-month extensions, not to exceed a total of six months, at an annual cost of \$35,232. This Agreement shall become effective upon your Board's approval or July 1, 2007, whichever is later.
3. Authorize the contractor to proceed with the work in accordance with the specifications, terms, conditions, and requirements of the Agreement.
4. Delegate authority to the County Librarian or her designee to approve and execute all modifications created by increases or decreases in the number of facilities or days of service at any of the County libraries over the term of the Agreement.
5. Delegate authority to the County Librarian or her designee to approve and execute all renewal options, and month-to-month extensions not to exceed a total of six months pursuant to the terms of the Agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This is to recommend that the Board approve the award of an Agreement for landscape and grounds maintenance services to Grace Building Maintenance Co., Inc. (Grace) as part of a continuing effort by the Department to provide the best possible service to the public at the lowest responsible cost. This recommendation is submitted based upon a finding that the provision of landscape and grounds maintenance services for the affected County facilities can be performed more economically by an independent contractor.

The recommended contract award is needed to continue the provision of landscape and grounds maintenance services at nine libraries located in the Public Library's Landscape Area 8 as detailed in Attachment A. Service to all of those facilities is currently provided by Midori Gardens. The current contract with Midori Gardens expires on June 30, 2007.

Implementation of Strategic Plan Goals

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal responsibility, and organizational effectiveness.

FISCAL IMPACT/FINANCING

Grace's estimated annual cost for Landscape Area 8 is \$35,232. This represents a cost savings of \$24,374 (41%) over the estimated County cost (including start-up costs) to perform similar services for the first year. The attached cost savings (Attachment B) were calculated based on the Revised Proposition A Contract Cost Format developed by the County Auditor-Controller's guidelines. The proposed Agreement does not include any cost-of-living increases.

The cost for this Agreement will be paid from existing funds included in the Department's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the provisions of Section 2.121.250 through Section 2.121.420 of the Los Angeles County Code as amended, proposals were solicited for the provision of landscape and grounds maintenance services in the Public Library's Landscape Area 8. All requirements of County Code Section 2.121.380 have been met and there is no conflict of interest. On final analysis and consideration of an award, the recommended contractor was selected without regard to gender, race, color, creed, or national origin.

This Agreement is in compliance with the mandatory living wage requirements as set forth in Los Angeles County Code Chapter 2.201 (Living Wage Program). The recommended contractor has agreed to comply with all terms, conditions, and requirements of the County's Living Wage Program. Grace will pay its full-time employees providing County services a living wage of \$11.84 per hour without health benefits. In addition, the recommended contractor agrees to consider qualified GAIN/GROW participants for employment openings; and agrees to comply with the Jury Service Program and the Safely Surrendered Baby Law.

County Counsel has reviewed and approved the proposed Agreement as to form.

CONTRACTING PROCESS

On December 26, 2006, proposals were solicited from the Public Library's proposers list (Attachment C), which includes contractors listed on the County's Office of Affirmative Action Compliance Community Business Enterprise (CBE) Database. Advertisements were placed in the *Los Angeles Times*, *The Sentinel*, and a number of bilingual community newspapers published by The Eastern Group. The solicitation information was also made available to prospective contractors on the Internet through the Office of Small Business website. The CBE information is summarized in Attachment D.

The mandatory proposers conference was held on January 12, 2007 with 18 potential proposers in attendance. Contractors were informed of the County's Living Wage Program and Contractor Responsibility and Debarment provisions. The Public Library received a total of four proposals for Landscape Area 8. Three proposals were evaluated for Landscape Area 8 and one proposal was withdrawn during the evaluation process. Each proposal was rated on the following criteria: proposer's qualifications; proposer's approach to providing required services; proposer's quality control plan; Living Wage compliance; and cost. The Public Library also reviewed available resources to assess the recommended contractor's past performance, history of labor law violations, and prior experience with County contracts.

The Department determined, through the Request for Proposals process, that these services can be performed more economically by an independent contractor, and recommends awarding an Agreement to Grace Building Maintenance Co., Inc. The recommended contractor was ranked the highest overall, and was determined to have the most responsive and responsible proposal.

Grace will pay its employees a living wage of not less than \$11.84 per hour without health benefits. The recommended contractor will also provide its employees with paid holidays. The Proposition A Contracting -- Employee Wages & Benefits form summarizing and comparing the contractor's wages and benefits to those of the County

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is attached (Attachment E).

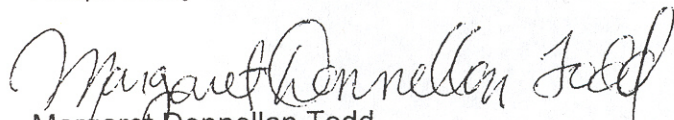
IMPACT ON CURRENT SERVICES

Approval of the Agreement will assure the continuation of landscape and grounds maintenance services for County Public Library facilities.

CONCLUSION

Please return a conformed copy of the adopted Board Letter and the Agreement to the Public Library and the Office of the County Counsel. In addition, please return to the Public Library two fully conformed copies of the agreement with original signatures.

Respectfully submitted,



Margaret Donnellan Todd
County Librarian

MDT:DF:RG:TVF:ph

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Attachments

c: Chief Administrative Office
County Counsel
Executive Office, Board of Supervisors
Auditor-Controller